

~~CONFIDENTIAL - EYES ONLY~~

19 October 1959

MEMORANDUM FOR: Chief, Document Division

THROUGH : Chief, Control Branch

SUBJECT : Explanation of Statistics on Quarterly Report

1. The Division Report, Part 1A (Documents and Non-Cia Cables Received), as revised for the First Quarter of Fiscal 1960 is explained as follows:

A. Batch Material Column:

(1) Includes:

(a) All material batched less the Nodex-m's which were subtracted by use of a Nodex-m record maintained by the typists. This record did not break down the CIA and Non-USIB Nodex-m's which were estimated in proportion to the appropriate batched material. Effective, 20 October, a more complete breakdown is being maintained by the typists.

(b) All items processed by CTSC except D.I.B.'s.

(2) The Batch Material figures are recorded daily from the batch control sheets by the Chief of the Incoming Unit.

B. Nodex Material Column

(1) Includes:

(a) Nodexes screened, totaled, and reported daily by Senior Screener to Ch/Incoming Unit who records daily.

(b) Nodex'm's recorded daily by typists and reported monthly to Ch/Proc. Section.

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- (c) Direct distribution material recorded daily by Senior Screener; totaled and reported monthly to Ch/Proc. Section.

C. Standard Distribution

(1) Includes:

- (a) All material distributed by standard and recorded daily by source, by individual distributors; totaled and reported to Ch/Proc. Sect. monthly.
- (b) D.I.B.'s recorded daily by CTBC and reported to Ch/Proc. Sect. monthly.

D. Explanation of items included under individual entries on statistics form.

- (1) State Nodex - includes about 800 direct distribution items consisting largely of memos of conversation. (and single copy, etc.)
- (2) Army Batch - includes Army translations, ACRAPAC documents, TS-controlled registered documents, and TS-controlled NATO, SEATO, and CENTO documents.
- (3) Army Standard - includes the D.I.B.s.
- (4) Navy Standard - includes the O.N.I.B.s.
- (5) Air Standard - includes the SIRAB's.
- (6) Air Batch - includes ATIC translations and TS-controlled registered documents.
- (7) CIA, Other Batch - consists only of TS controlled items, largely NSC papers & intelligence directives.
- (8) CIA Nodex - all CIA Nodexes are Nodex-m.
- (9) Foreign Batch - [redacted] 25X1
- (10) ICA Batch - coded airgrams previously listed under miscellaneous batch will henceforth be listed under ICA Batch
- (11) Miscellaneous Batch (Special Batch) - consists of [redacted] Finished Intelligence from [redacted] IMF, IFRD, IFC, Federal Reserve, Labor, L.C., Commerce, Agriculture, JPRS, [redacted] Translations, FBI, ICA Airgrams (to be corrected), other miscellaneous.

25X1
25X1

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- (12) Miscellaneous Nodex - [redacted] Nodexes (screened out - 524 items), Special Nodex-M (935 items), miscellaneous direct (306 items - IMF, IFC, IBRD, miscellaneous).
- (13) All finished intelligence is batched Special, but items from Army, Navy, Air or State are counted under the appropriate source.
- (14) ICA Standard - includes ICA Bio-Data as well as other ICA items on standard.
- (15) RFE Nodex - seven copies distributed by Ly/ACQ, one to DD which is read for limited interests.

25X1

25X1

[redacted]
Chief, Processing Section

Distribution:

- Orig. & 1 - Addressee
1 - Chief, Control Br.
1 - Chrono
1 - Monthly Rpt. Folder